FORM CD-50 (REV. 4-99) LF		U.S. DEPARTMENT OF COM	MERCE	E DATE: NUMBER:						
PERSONAL PROPERTY CONTROL				PURPOSE: (Check appropriate box) ☐ CHANGE ☐ ACQUISITION ☐ TRANSFER ☐ LOAN ☐ EXCESS						
FROM:			TO:	☐ ACQUISITIO	IN ∐ IRAN	ISFER U	LOAN	☐ EXCES	5	
Bureau			Burea	u						
Organization Code			Organization Code							
Location			Location							
Custodian Name			Custodian Name							
Custodian #				Custodian #						
Address				Address						
			Phone # Room #							
Phone # Room #			Document # Receipt Date							
Accounting Class			Accounting Class Object Class							
				ession Code		Utilization Co	ode			
* CONDITION CODE: 1=	Excellent, 4 =Usable,	7 =Repairable, X =Salvage, S =S	Scrap					ORIGINAL		
BAR CODE NO.	MANUFACTURER	DESCRI	PTION		MODEL NO.	SERIAL	NO.	ACQUISITION AMOUNT	*	
		APPROVAL/RECEI	PT OF I	RELEASING OFFICI	AL					
SIGNATURE				TITLE DATE						
				RECEIVING OFFICIAL						
SIGNATURE				.E			DATE			

INSTRUCTIONS FOR COMPLETING CD-50

Date: Enter date

Number: Assign your Bureau number

Purpose: Choose action (Check appropriate box)

FROM: COMPLETE THIS ENTIRE BLOCK FOR TRANSFERS, LOANS AND EXCESS

Bureau: Bureau name

Organization Code: 18-digit personal property organiza-

tion code

Location: Use 110010001 for Washington, DC, or appro-

priate FIPS Code for other locations Custodian Name: Custodian name Custodian No.: Custodian number

Address: Custodian address

Phone No.: Custodian phone number **Room No.:** Custodian room number

Accounting Class: Accounting code(s) used to procure

or lease the property item

TO: COMPLETE THIS ENTIRE BLOCK FOR ACQUISITIONS, TRANSFERS, AND LOANS

Bureau: Bureau name

Organization Code: 18-digit personal property organiza-

tion code

Location: Use 110010001 for Washington, DC, or appro-

priate FIPS Code for other locations

Custodian Name: Custodian name

Custodian No.: Custodian number

Address: Custodian address

Phone No.: Custodian phone number **Room No.:** Custodian room number

Document No.: Purchase order number, contract number, the work 'bankcard' and the bankcard number from purchase, or other procurement document number

Receipt Date: Date property is received

Accounting Class: Accounting code(s) used to procure or lease the property item; or if loaned, transferred or donated, enter a default code for the organization owning the item

Object Class: Budget object class for Acquisitions and

Transfers

Possession Code: Choose from list below:

Code	Description
1	Agency Owned
2	Agency Leased
3	Loaned from another Federal agency
4	Loaned from other than a Federal agency
5	Government property used by a Government
	contractor
6	Government property used by a grantee
7	Other

Utilization Code: Choose from list below:

Code	Description
1	Available for use by other organizations during
	normal working hours
2	Available for use by other organizations after
	normal working hours
3	Available for use by other organizations both
	during and after normal working hours
4	Not available to others

Barcode No.: 12-digit CD-number from the barcode label

Manufacturer: Original equipment manufacturer from the property item

Description: Generic nomenclature to describe the equipment

Model No.: Original equipment manufacturer's model number

Serial No.: Original equipment manufacturer's serial number

Original Acquisition Amount: Acquisition cost of the equipment if new; if unavailable, use the fair market value of used equipment

*Condition Code: See front of form for explanation

Approval/Receipt of Releasing Official: Required for Transfers, Loans, and Excess

Approval/Receipt of Receiving Official: Required for Acquisitions, Transfers, and Loans